

Minutes of the Human Resources Committee

Tuesday, December 8, 2015

Chair Zimmermann called the meeting to order at 1:00 p.m.

Present: Supervisors Dave Zimmermann, Bill Mitchell, Jeremy Walz, Mike Crowley, Larry Nelson, and Christine Howard. **Absent:** Jennifer Grant.

Also Present: Chief of Staff Mark Mader, Karen Pilarski from The *Freeman*, Administration Director Norm Cummings, Senior Human Resources Analyst Renee Gage, and Human Resources Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 10-20-15

MOTION: Mitchell moved, second by Howard to approve the minutes of October 20. Motion carried 6-0.

Chair's Executive Committee Report of 12-7-15

Zimmermann highlighted the following items discussed at the last Executive Committee meeting.

- Heard a report on the internal audit of Parks & Land Use cash handling.
- Reviewed information technology projects including the new elections system, County Board Room technology, Health & Human Services case management, etc.
- Ordinance 170-O-076 was withdrawn and Resolution 170-R-008 was tabled.
- Approved eight appointments to the new Bridges Library System Board.

Schedule Next Meeting Dates

- January 19, 2016

Ordinance 170-O-080: Approve 2016 Salary And Benefit Modifications For Non-Represented Employees

Richter, Cummings, and Gage discussed this ordinance which authorizes a 1.2% salary range adjustment increase for all non-represented County employees, effective December 26, 2015. This would include all employees except elected officials, certain temporary and seasonal categories covered by a separate ordinance, and those represented by the Wisconsin Professional Police Association. Including salary, retirement, social security, and pension and health plan changes, the total net increase is 0.42%.

This ordinance authorizes various increases in employee-paid deductibles and out-of-pocket maximums for the Choice Plus and HSA health insurance plans. Based on current enrollments, the annual savings to the County resulting from those changes is estimated at \$481,900.

The ordinance enacts four salary policy changes for 2016. Temporary employees assigned to an Open Structure classification will be eligible for a base salary increase if they achieve a performance rating of commendable or exceptional. The impact of this change will vary by temporary staffing levels and individual performance, and is estimated to be minimal. Also, Open Salary Structure employees will be eligible for a salary adjustment or base increase in cases of exceptional performance, the need to retain a critical employee or to maintain internal equity among employees in the same classification. The impact is estimated to be minimal due to the infrequency of such changes. Furthermore, the Clinical Director, Chief Psychiatrist or Psychiatrists assigned to

work on weekends or holidays to conduct inpatient admission assessments will be eligible for compensation of \$650 per day. The impact of this change is estimated to be a savings due to the elimination of the need to employ contracted or agency doctors at significantly higher rates. The total savings will depend on the number of occurrences. And finally, temporary, on-call Psychiatric Technicians will be compensated at time and one-half of regular pay when working on a holiday. This is estimated to be cost neutral as the current practice is to require regular staff to work additional shifts to cover holiday hours at time and one half.

The ordinance lists 24 positions to be moved from Step to Open Salary Ranges. Since affected employees will be moved into the Open Range at the level of their current Step Range compensation, there will be no initial cost impact. Over time there should be a savings due to the slower pace of movement within the Open Range.

The annual net impact of all the provisions of the ordinance is estimated at \$333,670. The 2016 adopted budget includes sufficient funding for these changes.

MOTION: Howard moved, second by Crowley to approve Ordinance 170-O-080. Motion carried 6-0.

Ordinance 170-O-079: Approve 2016 Salaries For Seasonal And Temporary Classifications

Richter discussed this ordinance which establishes new wage schedules for 19 seasonal and temporary classifications effective December 26, 2015. The 2016 estimated Countywide impact of the changes is approximately \$37,000. The increases average 1.4%. Parks Enterprise Funds accounted for about \$8,500 of the impact for an increase of about 1.5%. All other funds accounted for about \$25,500 of the impact for an increase of 1.33%. The impact of these changes was included in the 2016 adopted budget. Richter noted these employees did not receive an increase last year and it's appropriate this be done this year due to competition/ staff shortages, particularly lifeguards.

MOTION: Crowley moved, second by Howard to approve Ordinance 170-O-079. Motion carried 6-0.

Closed Session

MOTION: Howard moved, second by Walz to go into closed session at 2:05 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues for those employees covered under the Wisconsin Professional Police Association (WPPA) Union, and to approve closed session minutes of previous meeting(s). Motion carried 6-0.

MOTION: Mitchell moved, second by Crowley to return to open session at 2:40 p.m. Motion carried 6-0.

MOTION: Walz moved, second by Howard to adjourn at 2:40 p.m. Motion carried 6-0.

Respectfully submitted,

Jennifer Grant
Secretary